



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1100.76E  
MCRC  
20 Jul 05

MARINE CORPS ORDER 1100.76E\_W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CAREER RECRUITER PROGRAM (CRP); REGULAR COMPONENT

Ref: (a) MCO 1100R.78  
(b) MCO P6100.12  
(c) Guidebook for Recruiters, Volume I  
(d) MCO P1070.12K  
(e) MCO P1400.32C  
(f) MCO 1130.80A  
(g) MCO P1100.72C  
(h) MCO P1326.6D  
(i) Guidebook for Recruiting Station Operations,  
Volume III  
(j) MCO P1080.40C  
(k) MCO 7220.24M  
(l) MCO 7220.12M  
(m) SECNAVINST 1120.11A  
(n) MCO 1040.42A

Encl: (1) Career Recruiter Billets and Structure  
(2) Eligibility Criteria for Applying for MOS 8412  
(3) Application and MOS Assignment Procedures for Marines  
in the Regular Component  
(4) Application and MOS Assignment Procedures for  
Reserve Marines  
Serving Under the Provisions of the Extended on  
Active Duty (EAD) Recruiter  
Program  
(5) Reliefs, Lateral Moves, and Involuntary MOS Voidance  
for Career Recruiters  
(6) Training Progression and Primary MOS 8412 Management  
(7) Billet Progression (Notional)  
(8) Miscellaneous

1. Purpose. To publish policy and information regarding the establishment and management of the CRP for the Regular Component of the Marine Corps.

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2. Cancellation. MCO 1100.76D

3. Summary of Revision. This Order contains numerous revisions and should be reviewed in its entirety.

4. Background. On 12 March 1992, the career recruiter additional military occupational specialty (AMOS) 8412 was designated a primary MOS (PMOS). Since the CRP's inception, the career recruiter has served as a valuable asset of the Marine Corps recruiting effort. The CRP provides a body of recruiting expertise that has consistently demonstrated the ability to positively influence accomplishment of the recruiting mission. Career recruiters are the backbone of the Marine Corps Recruiting Command (MCRC). The Regular Component CRP should not be confused with the Active Reserve CRP. Reference (a) addresses the Active Reserve CRP.

5. Information

a. Objectives. The objectives of the CRP are to develop and maintain a group of career recruiters to:

(1) Ensure consistent attainment of the total force recruiting mission.

(2) Ensure the continued use and effectiveness of the tenets and principles of systematic recruiting.

(3) Lead and train canvassing recruiters (MOS 8411).

(4) Advise, train, and support command elements and staff non-commissioned officers-in-charge (SNCOICs).

(5) Provide stability and continuity within the recruiting command.

b. Structure. Billet structure is identified in enclosure (1) and delineated in the following tables of organization: 5167, 7311A, 7211, and 5171 through 5176.

(1) Structure development is influenced by four overriding factors of equal importance:

(a) Establishment of billets and commensurate grade requirements critical to successful mission accomplishment.

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(b) Incorporation of promotion incentives necessary to promote the growth and sustainment of the career recruiter force.

(c) Development of a structure that is achievable and sustainable through lateral moves from the Marine Corps career force.

(d) Development of a structure that is more closely aligned with the grade shape model identified for all MOSs throughout the Marine Corps.

(2) Two major types of billets are represented within the career recruiter structure: SNCOIC and headquarters staff.

(a) SNCOIC Billets. In these billets, the career recruiter works directly for the recruiting station commanding officer (RS CO). The SNCOIC leads and trains his/her subordinates to attain assigned monthly and annual contracting and shipping requirements. The SNCOIC is also directly responsible to the RS CO for the welfare of subordinates, maintenance of systematic recruiting, and the proper use and care of all assigned facilities and equipment.

(b) Headquarters Staff Billets. In general, career recruiters assigned to staff billets are responsible for advising, training, and supporting the headquarters to which they are assigned. Tour lengths are normally 3 years; however, special circumstances may warrant an extended tour. Back-to-back assignments to different staff billets above the recruiting station level will be based on needs of MCRC. Cases requiring unique rank requirements and experience will be forwarded to the CG MCRC for final approval. Career recruiters completing tours above the district level (to include Recruiters School) will express their desire for future assignments through AA forms. These are non-production billets (NPR).

c. Policies and Administrative Instructions. Policies and administrative instructions governing the CRP are contained in references (b) through (n) and in enclosures (1) through (8).

6. Action. The Deputy Commandant, Manpower and Reserve Affairs (DC M&RA); the Commander, Marine Forces Reserve (MARFORRES) and subordinate commanders within MARFORRES; the CG MCRC and subordinate commanders within MCRC; and the cognizant staff agencies within Headquarters Marine Corps will ensure compliance

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with the provisions of this Order. Exceptions to this Order will be addressed by the CG MCRC.

7. Reserve Applicability. This Order is applicable to the Marine Corps Total Force.

  
W. E. GASHIN  
By direction

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7352053 (16)  
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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1100.76E Ch 1  
MCRC  
11 Nov 05

MARINE CORPS ORDER 1100.76E Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CAREER RECRUITER PROGRAM (CRP); REGULAR COMPONENT

1. Purpose. To direct a change to the basic Order.
2. Action. Delete paragraph 4.b.(4) of enclosure (6) in its entirety.
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

W. E. GASKIN  
By direction

DISTRIBUTION: PCN 10200590801

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## CAREER RECRUITER BILLETS AND STRUCTURE

1. Career Recruiter Billets and General Duties. This enclosure provides a detailed list of and general billet description for all career recruiter billets resident within Marine Corps Recruiting Command (MCRC). Billet grades are notional and may be filled by Marines in one grade higher or lower; however, the priority is for master gunnery sergeants to fill designated billets for their grade before being assigned to any master sergeant billet.

2. MCRC Headquarters

a. 8412 MOS Monitor/Specialist (MGySgt). Advises the CG MCRC on the Career Recruiter Program (CRP). Responsible for publishing an annual national 8412 billet vacancy report and slate per guidance from CG MCRC and coordination with the regions. Provide approved slate to the regions for information and planning. Issues orders as authorized by CG MCRC. Duties will also include monitoring structure, grade shape, eligibility requirements, MOS development, billet assignment and progression, promotion, and incentives. Has been a member of the National Training Team, a recruiter instructor, and either region operations chief or district contact team member.

b. Operations Chief (MGySgt). Primary duties include directing and supervising the efforts of enlisted personnel assigned to the G-3 section and advising the AC/S, G-3 on matters pertaining to enlisted and officer recruiting operations. Ideally, has operations experience.

c. Marine Corps Recruiting Information Support System (MCRISS) Operations Chief (MGySgt). A career recruiter with operations experience. Manages day-to-day operation of the Marine Corps Recruiting Information Support System (MCRISS) help desk. Assists MCRISS operations personnel in resolving user issues, addressing policy concerns and monitoring the automated tracking of information about applicants, recruiters, and recruiting organizations. Serves as the primary subject matter expert for the application of systematic recruiting business processes to automated information systems. Collects, validates, and assists in the prioritization of requirements, new development, and software system change requests. Serves as the principal software acceptance tester and advises the project manager on the operational aspects of information technology in recruiting. Develops, organizes, and presents training for the

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MCRISS user community at all echelons. Primary duties consist of planning, training, and conduct of a command-wide web-based system implementation known as the MCRISS RS and assist the MCRISS operations officer in developing an SOP for all operation cells.

d. Assistant Operations Chief/Waivers Chief (MSgt). Primary duties include assisting the G-3 operations chief, administratively reviewing all MCRC level waivers and exception to policy, directing and supervising the efforts of enlisted personnel assigned to the operations section, and advising the enlisted recruiting operations officer on matters pertaining to enlisted recruiting operations.

e. Officer Candidates School (OCS) Liaison/Interviewer (MSgt). Primary duties include reviewing officer candidate packages at the time of arrival at Officer Candidates School (OCS), assists in preparations for conducting candidate disenrollment boards, coordinating Notification of Eligibility (NOE) claims, and providing liaison between MCRC and OCS.

f. Advertising Chief (MSgt). Primary duties as senior recruiting enlisted advisor to AC/S Advertising. Responsible for providing guidance on recruiting related matters. These matters include awareness, lead generation, and recruiter support.

g. School of Infantry (SOI) Liaison (MGySgt). Primary duties include providing liaison between MCRC and SOI for recruiting related issues, coordinating with the DC M&RA (MMEA-11) in validation of MOS assignments for Marines assigned as students at SOI, overseeing quality assurance as it pertains to the enlistment contract process, and providing recommendations on matters pertaining to quality assurance and the enlistment contract process. MEPS, operations or RLS experience required.

h. National Training Team SNCOIC (MGySgt). Primary duties include supervising training throughout MCRC in accordance with the MCRC operations order and the annual training plan. The National Training Team SNCOIC provides training, instruction, and assistance at all levels in MCRC. Assists the MCRC, G-3 in supervising adherence to MCRC training standards. Provides training and instruction during formal courses and training and assistance visits, analyzing the status of training and operations at subordinate organizations, and providing

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recommendations on matters pertaining to training. Assumes lead role as curriculum development manager for all MCRC courses taught outside of Recruiters School to include Recruiter Management Course, Recruiter Instructor Course and Career Recruiter Course. Former National Training Team member and RI/ARI or contact team experience is required. Must be a certified master trainer

i. National Training Team Trainer (MSgt). Primary duties include providing training, instruction, and assistance during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations and providing recommendations on matters pertaining to training. Develop, review and revise curriculum as directed by the SNCOIC of the National Training Team. Contact team or RI experience required. Must be certified master trainer.

j. National Training Team Trainer/Officer Procurement/Enlisted Recruiting (MSgt). Primary duties include assisting the officer selection officer (OSO) trainer in conducting the formal course of instruction for OSOs, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to officer procurement training and enlisted recruiting. Develop, review and revise curriculum as directed by the SNCOIC of the Nations Training Team. Former region/district AOP Chief experience is required.

k. National Training Team Trainer/Course Developer (MSgt). Primary duties include developing recruiting-related Individual Training Standards (ITS), designing curriculum for formal recruiting courses, evaluating recruiting-related training at all organizational levels, and providing recommendations on matters pertaining to training. Develop, review and revise curriculum as directed by the SNCOIC of the National Training Team.

l. National Training Team Trainer/Research Developer (MSgt). Primary duties involve providing support, collecting and advising on managing training systems. Research distance learning and alternative reinforcement techniques and evaluate information and technology that capitalizes on products that enhance the recruiting effort. Develop, review and revise curriculum as directed by the SNCOIC of the National Training Team.

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### 3. Region Headquarters

a. Operations Chief (MGySgt). Primary duties include directing and supervising the efforts of enlisted personnel assigned to the operations section, monitoring and providing data to the operations officer concerning all quantifiable aspects of the region's recruiting mission, and providing recommendations to the AC/S Recruiting and enlisted operations officer on matters pertaining to current and future enlisted recruiting operations. Prior district/RS operations chief experience is required.

b. Assistant Operations Chief (MSgt). Primary duties include assisting the operations chief in performing his primary duties and providing recommendations to the AC/S Recruiting and enlisted operations officer on matters pertaining to current and future enlisted recruiting operations. Prior District/ RS operations chief experience is required.

c. Quality Control Chief (MSgt). Primary duties include monitoring and providing data to the operations officer concerning all quantifiable aspects of the region's quality control effort and providing recommendations on matters pertaining to quality assurance. Prior district quality control chief or RS MEPS liaison SNCO experience is required.

d. Recruit Liaison Chief (MSgt). Primary duties include directing and supervising the efforts of enlisted personnel assigned to the recruit liaison section, overseeing quality assurance as it pertains to the enlistment contract process, and providing recommendations on matters pertaining to recruit liaison operations. Prior RS MEPS liaison SNCO experience is required.

e. Recruit Liaison Interviewer (GySgt). Primary duties include reviewing enlistment packages, interviewing and screening recruits about their personal history and enlistment, and providing liaison to the training and support battalions. MEPS experience required.

f. Officer Procurement Chief (MSgt). Directly responsible to the region assistant for officer procurement (RAOP). Primary duties include assisting the RAOP in the monitoring of the officer mission, providing training oversight to district and RS officer procurement personnel, processing candidate waivers, and

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monitoring the quality of officer applicants. Prior officer selection officer assistant (OSA) or district assistant officer procurement officer (AOP) chief experience required.

g. Training Chief (MGySgt). Primary duties include developing and monitoring the region training plan, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training at subordinate organizations, and providing recommendations on matters pertaining to training. Prior RI or Recruiters School experience is required.

4. Marine Corps District (MCD)

a. Contact Team SNCOIC (MGySgt). Primary duties include developing and monitoring the district training plan, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to training. Prior RI experience is required.

b. Contact Team Trainer/Analyst (MSgt). Primary duties include providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to training. Prior RI/ARI experience is required.

c. Operations Chief (MGySgt/MSgt). Primary duties include monitoring and providing accurate data to the operations officer and AER concerning all quantifiable aspects of the district's recruiting mission and making recommendations on matters pertaining to current and future enlisted recruiting operations. Prior RS operations chief experience is required.

d. Assistant for Officer Procurement (AOP) Chief/Trainer (MSgt). Primary duties include providing training during formal courses and assistance visits, analyzing the status of training and operations at subordinate organizations, providing recommendations on matters pertaining to training and evaluation, and providing recommendations on matters pertaining to current and future officer recruiting operations. Prior RS OSA experience is required.

e. Quality Control Chief (MSgt). Primary duties include

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assisting the quality control officer in the monitoring and measuring of the quality control effort at the district level. Prior RS operations chief or MEPS Liaison SNCO experience is required.

## 5. Recruiting Station

a. Recruiter Instructor (RI) (MGySgt). Directly responsible to the RS CO. Primary duties include developing and monitoring the RS training plan, providing recruiting-related training, analyzing the status of training and operations at the RS, and advising the RS CO on matters pertaining to training and evaluation. This includes the responsibility to maintain a complete and thorough Individual Training Record (ITR) on every recruiter in the RS.

b. Assistant Recruiter Instructor (ARI) (MSgt/GySgt). Primary duties include assisting the RI in providing recruiting related training and analyzing the status of training and operations at the RS.

c. Operations Chief (GySgt). Primary duties include monitoring and providing accurate data to the operations officer concerning all quantifiable aspects of the RS's recruiting mission, making recommendations on matters pertaining to current and future enlisted recruiting operations, and providing training and instruction on subjects pertaining to operations and quality assurance.

d. Military Entrance Processing Station (MEPS) Liaison (GySgt/SSgt). MEPS liaison billets can be filled by either an 8412 or 8411. Directly responsible to the RS CO. Primary duties include providing liaison between the recruiting station and the MEPS, processing applicants through MEPS for the purpose of contracting and shipping, overseeing quality assurance during applicant processing, and apprising the RS CO on matters pertaining to quality assurance and MEPS operations.

e. Recruiting Substation SNCOIC (MSgt-SSgt). Directly responsible to the RS CO. Primary duties include leading and training canvassing recruiters in order to achieve the assigned recruiting mission; maintaining all components of systematic recruiting within the Recruiting Substation (RSS); overseeing and maintaining quality assurance with regard to sales, program management, and applicant processing; and managing the RSS

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administrative and logistical functions. Works with the RI/ARI to ensure both required and needed training for all recruiters is scheduled, conducted and documented in ITRs.

6. Recruiters School. Responsible for the training of Basic Recruiters Course (BRC), Career Recruiters Course (CRC), and Recruiter Instructor Course (RIC). Should strive to maintain a staff of diverse experience including SNCOICs, operations, and training experience.

a. Chief Instructor (MGySgt). Primary duties include supervision of all course heads and instructors assigned to Recruiters School, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations conducted at Recruiters School, and advising the Director, Recruiters School on matters pertaining to training and evaluation. Billet prerequisites- former RI/ARI, Recruiters School instructor, contact team member, or National Training Team member.

b. Course Head/Instructor (MSgt/GySgt). Primary duties include providing training and instruction during formal courses and training/ assistance visits, analyzing the status of training and operations conducted at Recruiters School, and providing recommendations pertaining to training and evaluation. Marines from the instructor staff at Recruiters School will be selected for the course head instructor billet. Billet prerequisites- former Recruiters School instructor or ARI.

c. Instructor (MSgt/GySgt). Primary duties include providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations conducted at Recruiters School, and providing recommendations on matters pertaining to training and evaluation. Billet prerequisites- former ARI or Ops experience.

d. Operations Chief (MSgt). Primary duties include managing academic standards and testing, assigning students to individual groups, handling district assignments, analyzing academic data and trend analysis, providing appropriate reports to higher headquarters, and taking the responsibility as lead curriculum developer for the course taught in-house. Billet prerequisites- former Recruiters School course head or instructor, ARI, or Ops chief.

e. Curriculum Developer (GySgt). Primary duties include

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review and revision of curriculum taught in-house as well as assisting in course content review boards. Additionally perform those duties as assigned by the operations officer and operations chief. Former instructor at Recruiters School or ARI experience necessary.

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ELIGIBILITY CRITERIA FOR APPLYING FOR MOS 8412

1. Staff sergeant through gunnery sergeant. Master sergeants will be considered on a case-by-case basis.
2. Meets height and weight standards and has passed a current semi-annual physical fitness test (PFT) per MCO P6100.12. No partial PFTs or medically excused applicants will be considered for classification as a career recruiter.
3. Has no more than 2 and 1/2 years on current recruiting duty tour upon assuming the duties of SNCOIC. This requirement can be waived to up to 3 years.
4. Currently serving as an RSS SNCOIC, with at least 12 months in the billet. Has sufficient obligated service or agrees to extend to complete a 6 months on recruiting duty upon assignment of an Intended MOS (IMOS) 8412.
5. Has graduated from Recruiters School and possesses the AMOS 8411 and has served a minimum of 2 successful years as a canvassing recruiter (waiverable).
6. Successfully completed the district's RSS SNCOIC Course.
7. Commanders will ensure that the applicant has:
  - a. Demonstrated the ability to lead and train Marines in the recruiting environment and positively influence the direction and quality of the recruiting effort. Also demonstrates a thorough understanding of systematic recruiting such as ITR's and S&R books.
  - b. Consistently achieved quantitative and qualitative recruiting missions/goals. Quantitative and qualitative missions/goals are the fair share of the RS mission and include shipping, production and quality (Tier, Mental Group, Delayed Entry Program (DEP) and Marine Corps Recruit Depot (MCRD) Attrition). Quantitative and qualitative goals should be defined as the net APR assigned by the RS CO on the RS Annual Mission Letter.
  - c. Effectively used systematic recruiting procedures outlined in the Guidebook for Recruiters, Volume I. Confirmation will be done through a Systematic Recruiting Inspection (SRI). The District will evaluate the applicant using the RSS Inspection Checklist found in the Guidebook for

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Recruiters, Volume I. The application process will be discontinued for those applicants whose substations are not mission-capable.

d. Adequate knowledge of systematic recruiting and Professional Selling Skills.

e. No cases of substantiated recruiting complicity (malpractice or irregularity) as a canvassing recruiter or SNCOIC.

f. Continues to remain qualified for independent duty.

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APPLICATION AND MOS ASSIGNMENT PROCEDURES FOR MARINES IN THE  
REGULAR COMPONENT

1. To ensure all relevant information is available for review in determining the qualifications of an applicant for the MOS 8412, the procedures that follow will be strictly adhered to. This enclosure outlines the career recruiter application procedures for Marines in the Regular Component of the Marine Corps. A sample application package is included in Appendix A to this enclosure.

2. Intended MOS (IMOS) 8412

a. Marines who intend to lateral move to the 8412 MOS should do so before reaching 48 months on recruiting duty as an 8411. For applications that are approved, the IMOS 8412 will be assigned and remain for 6 months from the date assigned. The combination of the observation period as a SNCOIC and the IMOS period will be no longer than 18 months. Marines assigned an IMOS 8412 will retain the 8411 billet MOS and their PMOS will be 8412A. During the period a Marine is assigned the IMOS 8412, regular component Marines will compete for promotion within the PMOS 8412. Once approved, the effective date of the IMOS will be the date of the Marine's request to become an 8412.

b. Marines assigned an IMOS 8412 will be ordered to the next Career Recruiter Course (CRC). Successful completion of this course is a prerequisite for assignment of PMOS 8412.

c. While assigned the IMOS 8412, the Marine will continue to serve as an RSS SNCOIC. This requirement is not waivable.

d. Throughout the period the Marine is assigned the IMOS 8412, the RS CO may initiate a request to void the IMOS 8412 and request reassignment. Voidance may result from inability to perform the recruiting mission, malpractice, misconduct, medical reasons, personal circumstances, and/or family situation.

(1) The RS CO will draft correspondence recommending voidance of the IMOS outlining the reason(s) for voidance. The request will be forwarded to DC M&RA (MMEA-85) via the chain of command. The Marine will be afforded the opportunity to review and rebut the request.

(2) In cases when a Marine fails to demonstrate the ability to accomplish the recruiting mission, a request for

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voidance is the only action required. These cases do not constitute relief.

(3) In cases when a Marine is involved in a substantiated case of misconduct or malpractice, IMOS voidance and a relief for cause request are warranted.

e. The Marine may voluntarily void the IMOS 8412 at anytime prior to assignment of the PMOS 8412.

(1) Marines desiring to void the IMOS 8412 will forward an AA Form, [NAVMC 10274](#), requesting IMOS voidance to the DC M&RA (MMEA-85), via the chain of command. The Marine may also list duty station preferences, however, the needs of the Marine Corps will receive primary consideration.

(2) Transfer will be effected to limit, as much as possible, the personnel turbulence resulting from voluntary voidance. Therefore, transfer may not be immediate.

f. Marines who have their IMOS 8412 voided, voluntarily or involuntarily, and whose promotion or selection for promotion was as a direct result of competing within PMOS 8412, will be reduced to their former grade or will have their name removed from the promotion list. These actions will be effected in accordance with MCO P1400.32C. Marines desiring to petition the remedial promotion board concerning their promotion may do so in accordance with MCO P1400.32C.

## 2. The applicant will:

a. Submit an application for assignment as a Career Recruiter, [NAVMC 11280](#) (7-96), via the chain of command to DC M&RA (MMEA-85).

b. Submit as an enclosure to [NAVMC 11280](#) (7-96), a current photograph, prepared per MCO P1070.12K.

c. Request an extension should the applicant not have the requisite amount of time remaining on the current recruiting tour at the time the application is made. The applicant will be required to remain in the IMOS for 6 months. To request an extension, the applicant will complete an AA Form, [NAVMC 10274](#), addressed to the CMC (MMEA-85) via the chain of command.

ENCLOSURE (3)

3. Command Actions

a. Recruiting Station Commanding Officer (RS CO)

(1) Ensure the applicant has received and passed a Systematic Recruiting Inspection (SRI) conducted by the District Contact Team.

(2) Ensure the SNCOIC 1, 3, and 6 month evaluation/worksheets have been completed. SNCOIC certification starts the first day the Marine completes the District SNCOIC Course and is assigned the billet.

(3) Provide an endorsement to the application as outlined in Appendix A of this enclosure that provides a recommendation and an evaluation of the applicant's leadership potential. Also provide the quantitative and qualitative statistics on the applicant. All statistics are for tour-to-date. All statistics that do not meet established quality and quantity criteria require amplifying comments as to why the applicant's statistics are not within standards.

b. Marine Corps District Commanding Officer (MCD CO)

(1) Provide an endorsement assessing the results of the RSS evaluation and comment on the Marine's ability to lead and supervise Marines in a recruiting environment.

(2) Provide the RSS SRI checklist as an enclosure.

c. The Commanding General, Recruiting Region, will provide a forwarding endorsement.

d. The CG MCRC will provide a forwarding endorsement.

e. DC M&RA (MMEA-85) retains final decision-making authority for the Marine's application on all applications that receive favorable endorsements from the chain of command. The MCD CO, region CG or CG MCRC can disapprove applications. If the application is disapproved at the district or region, the MCD CO, or region CG, as appropriate, will return the application to the applicant with an endorsement stating the reason for disapproval. If the application is favorably endorsed by the chain of command and approved, DC M&RA (MMEA-85) will:

(1) Initially assign an IMOS 8412.

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(2) Notify appropriate commands via Defense Message System (DMS) of pertinent facts concerning the approval of the application and delineate required follow-up actions on the part of subordinate commands.

f. If the application for assignment as a career recruiter is disapproved, DC M&RA (MMEA-85) will notify appropriate commands via DMS of pertinent facts concerning the disapproval of the application.

4. Assignment of 8412 MOS. Districts, with concurrence and endorsement from the region, will notify the 8412 Monitor prior to the 6-month anniversary of assignment of the IMOS 8412 that the Marine has met all prerequisites to be assigned the 8412 MOS. The 8412 Monitor will notify DC M&RA (MMEA-85) when Marines should be assigned the PMOS 8412. DC M&RA (MMEA-85) will assign the Marine the PMOS 8412 with an effective date coinciding with the 6-month anniversary of assignment of the IMOS 8412. Upon successful completion of the CRC and IMOS period, the Marine will be presented a career recruiter certificate.

ENCLOSURE (3)

LETTERHEAD

1221  
Originator  
Date

From: Applicant (Grade, Name, SSN, MOS/Component)  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, Recruiting Station \_\_\_\_\_  
(2) Commanding Officer, \_\_\_\_ Marine Corps District  
(3) Commanding General, \_\_\_\_\_ Recruiting Region  
(4) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Ref: (a) MCO 1100.76  
(b) MCO P1070.12

Encl: (1) [NAVMC 11280](#), Application for Assignment as a Career Recruiter (Primary MOS 8412)  
(2) [NAVMC 10274](#), Administrative Action Form requesting extension of recruiting tour (If required)  
(3) Photograph

1. I am applying for assignment as a Career Recruiter (PMOS 8412). Enclosure (1) is provided per reference (a). Enclosure (2) is submitted in support of my request. Enclosure (3) has been prepared in accordance with reference (b).

Signature

Appendix A to  
ENCLOSURE (3)

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**APPLICATION FOR ASSIGNMENT AS A CAREER  
RECRUITER (PRIMARY MOS 8412)**  
NAVMC 11280 (7-96)  
SN: 0000-00-888-0310

**PRIVACY ACT STATEMENT**  
THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS  
FORM IS CONTAINED ON NAVMC 11000, PRIVACY ACT  
STATEMENT FOR MARINE CORPS PERSONNEL, AND PAY  
RECORDS

NAME (Last, First, MI)		GRADE (include component)	SSN	MOS (AMOS 8411 REQD)	
PRESENT LOCATION MCC		RUC	RS	MCD	OTHER
DCTB	SCHEDULED END OF TOUR		DATE OF RANK		AFADBD
DISTRICT REFERENCE			DATE GRADUATED DISTRICT NCOIC COURSE:		
1ST:	2ND:	3RD:	DATE GRADUATED RECRUITERS SCHOOL:		
RECRUITING AWARDS		RECRUITER BILLETS HELD		DATES HELD	
				TO	
				TO	
				TO	
				TO	
PRESENTLY IN RECEIPT OF PCSO? (Indicate one, if YES, Complete)		EDD:	FUTURE COMMAND:		MCC
<input type="checkbox"/> NO <input type="checkbox"/> YES					

1. I am eligible for and am applying for the Career Recruiter Program per MCO 1100.76. The enclosure (photograph) is submitted per MCO P1070.12. If approved, I agree to extend/reenlist to complete the minimum tour.

2. Select and initial applicable paragraph below:

a. I have not received/will not receive a selective reenlistment bonus (SRB) for my enlistment. I understand that upon reenlistment I may be eligible for a bonus in PMOS 8412. \_\_\_\_\_

b. I have received a selective reenlistment bonus (SRB) for my enlistment. I understand that if I am approved for the Career Recruiter Program (PMOS 8412), I could be required to repay the Government for any unearned portion of my SRB per MCO 7220.24. I further understand that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to, or higher, than the bonus multiple for which I reenlisted. (The approval date for PMOS 8412 is determined by the date-time group of the CMC message.) \_\_\_\_\_

3. If relieved of duties as a career recruiter and subsequently voided as an 8412, I understand that I could be assigned to one of my additional MOS's, trained in a new MOS or if the case merits, released from active duty. \_\_\_\_\_

SIGNATURE (I have initialed paragraph 2a OR 2b above)

DATE

Designed using FormFlow 2.15, HQMC/ARAE, Apr 98

Appendix A to  
ENCLOSURE (3)

**ADMINISTRATIVE ACTION (5216)**

**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO.	
3. DATE			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) CAREER RECRUITER APPLICANT (include component)		5. ORGANIZATION AND STATION (Complete address) RECRUITING STATION	
6. VIA (As required) (1) CO RS (4) CG MCRC (2) CO MCD (3) CG MCRD			
7. <b>TO:</b> Commandant of the Marine Corps (MMEA-85) 3280 Russell Rd Quantico VA 22134		8. NATURE OF ACTION/SUBJECT REQUEST FOR EXTENSION OF RECRUITING TOUR	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable) MCO 1100.76		11. ENCLOSURES (if any)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. I am requesting a (number of months required) month extension of my recruiting tour to have sufficient time to meet the requirements as set forth in the reference to lateral move to PMOS 8412 Career Recruiter.

2. The following information is provided

DCTB  
EAS  
RTD  
Marital Status  
Number of dependents

3. I will agree to extend or reenlist to fulfill this extension.

Signature

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Appendix A to  
ENCLOSURE (3)

MCO 1100.76E  
20 Jul 05

LETTERHEAD

1221  
Originator  
Date

FIRST ENDORSEMENT on

From: Commanding Officer, Recruiting Station\_\_\_\_\_

To: Commandant of the Marine Corps (MMEA)

Via: (1) Commanding Officer, \_\_\_\_ Marine Corps District  
(2) Commanding General, \_\_\_\_\_ Recruiting Region  
(3) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) MCRISS Recruiter History Report  
( ) MCRISS Production Report

1. The information contained in the basic application has been verified and is correct. The applicant does/does not meet the basic requirements and is/is not fully qualified for the Career Recruiter Program (PMOS 8412) per the reference. I do/do not recommend this Marine for selection as a Career Recruiter. (If not qualified and recommended, explain in paragraph 5.)  
Enclosure ( ) is submitted in support of this request.

2. Performance as a recruiter/NCOIC (tour-to-date).

CANVASSING RECRUITER	NCOIC
RSS:	RSS:
Dates: From: To:	Dates: From: To:
Production Months:	#of Recruiters
Net Production Average:	RSS Monthly Net Productivity Average Per Recruiter:
% Pool Attrition:	
% MCRD Attrition	% of FYTD Contract Mission Achieved:
% Detectability Code#1:	% of FYTD Ship Mission Achieved:
% I-IIIA/Tier I Contracted:	% Pool Attrition:
% I-IIIA/Tier I Shipped:	% MCRD Attrition:
# of Investigation/Inquiries:	% FYTD I-IIIA/Tier I Contracted:
	% FYTD I-IIIA/Tier I Shipped:
	# of Investigation/Inquiries:
	# of Recruiters Relieved while NCOIC:
	RFC: GOS:

Appendix A to  
ENCLOSURE (3)

20 Jul 05

3. Select and initial the applicable paragraph below.

a. The applicant has not received a reenlistment bonus for his/her enlistment. \_\_\_\_\_

b. The applicant has received a reenlistment bonus for the current enlistment and has been counseled and understands that if approved for classification as a career recruiter, the unearned portion of the selective reenlistment bonus (SRB) may be recouped. The applicant further understands that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to or higher than the bonus multiple for which he/she reenlisted. \_\_\_\_\_

4. The applicant will be assigned to the following billet if selected as a career recruiter: \_\_\_\_\_

5. Remarks. These remarks will address the Marine's ability to lead, train and supervise Marines in a recruiting environment, including a brief explanation on any investigations/inquiries and/or recruiter reliefs. (Attach additional pages if necessary).

Appendix A to  
ENCLOSURE (3)



20 Jul 05

LETTERHEAD

1221  
Originator  
Date

SECOND ENDORSEMENT on

From: Commanding Officer, \_\_\_\_\_ Marine Corps District  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding General, \_\_\_\_\_ Recruiting Region  
(2) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) RSS Checklist

1. Forwarded, recommending approval.
2. Narrative summary that addresses the Marine's ability to lead and supervise Marines in a recruiting environment. Comments should also address significant issues which may have surfaced during the completion of the RSS Checklist.
3. Per the reference, enclosures ( ) and ( ) are provided.

Signature

Appendix A to  
ENCLOSURE (3)

20 Jul 05

LETTERHEAD

1221

Originator

Date

THIRD ENDORSEMENT on

From: Commanding General, \_\_\_\_\_ Recruiting Region  
To: Commandant of the Marine Corps (MMEA)  
Via: Commanding General, Marine Corps Recruiting Command  
  
Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded, recommending approval.
2. Appropriate remarks as required.

Signature

Appendix A to  
ENCLOSURE (3)

MCO 1100.76E

20 Jul 05

LETTERHEAD

1221  
Originator  
Date

FOURTH ENDORSEMENT on

From: Commanding General, Marine Corps Recruiting Command  
To: Commandant of the Marine Corps (MMEA)

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded, recommending approval/disapproval with an IMOS effective date of\_\_\_\_\_.
2. Appropriate remarks as required.

Signature

Appendix A to  
ENCLOSURE (3)

MCO 1100.76E  
20 Jul 05

Appendix A to  
ENCLOSURE (3)

APPLICATION AND MOS ASSIGNMENT PROCEDURES FOR RESERVE MARINES  
SERVING UNDER THE PROVISIONS OF THE EXTENDED ON ACTIVE DUTY  
(EAD) RECRUITER PROGRAM

1. To ensure all relevant information is available for review in determining the qualifications of an applicant for the MOS 8412, the procedures that follow will be strictly adhered to. This enclosure outlines the career recruiter application procedures for Marines serving under the provisions of the EAD Recruiter Program. A sample application package is included as appendix A to this enclosure.

2. The applicant will:

a. Submit an application for assignment as a Career Recruiter, [NAVMC 11280](#) (7-96), via the chain of command to DC M&RA (MMEA-85).

b. Provide as an enclosure to the application a copy of a Service Record Book (SRB), Page 11 containing the following statement:

\_\_\_\_\_(Date) I have been counseled regarding MCRC Policy Letter 13-02 dated \_\_\_\_\_ and I understand that I will not be extended on active duty past 16 years of service on the Extended Active Duty (EAD) program. If I am on a current EAD contract that will carry me beyond 16 years, but not 18 years, I understand that I will not be allowed further service as an EAD 8411. I understand that I must be assigned the MOS 8412I and then request augmentation into the Regular Marine Corps 90 days prior to the 6-month anniversary. I further understand that I will not be allowed to augment into the Regular Marine Corps and then voluntarily void my MOS 8412I.

c. Submit as an enclosure to [NAVMC 11280](#) (7-96), a current photograph, prepared per MCO P1070.12K.

d. Request an extension should the applicant not have 6 months remaining on the EAD Recruiter Program at the time the application is made. The applicant will be required to remain in the IMOS for 6 months. To request an extension, the applicant will complete an AA Form, [NAVMC 10274](#), addressed to the MCRC (AC/S G-1) via the chain of command. Extension requests and the application for assignment as a career recruiter will be forwarded together.

20 Jul 05

e. Request to reenlist or extend should the applicant not have sufficient obligated service remaining on the current contract to complete 6 months in the IMOS. Requests will be submitted via the Total Force Retention System (TFRS).

f. Submit a request for augmentation into the regular component of the Marine Corps on a separate AA Form, [NAVMC 10274](#) 90-days prior to the end of the 8412I period. Request for augmentation with submitted via TFRS. Submit the request using the format contained in appendix B to this enclosure as in attachment in TFRS. Prior to submitting for augmentation, the district CO will confirm both the Marine's desire to accept the PMOS 8412 and the RS CO's desire to assign the PMOS 8412. If the intent is to accept/assign the PMOS 8412, the Marine will initiate a request for augmentation via the chain of command. The district CO will endorse the request. Once approved for augmentation, DC M&RA (MMEA-6) will provide information to the effect the augmentation to include authorized grade and date of rank per MCO 1130.80A. Marines will be presented a career recruiter certificate.

g. Include as an enclosure correspondence from the Inspector-Instructor (I&I) of the unit to which the Marine is based that explains that he or she has been notified of the Marine's request for augmentation and application for assignment of PMOS 8412. Concurrence or non-concurrence should also be indicated. In those situations when the I&I non-concurs, a detailed written explanation by the I&I is required.

### 3. Command Actions

#### a. RS CO

(1) Ensure the applicant is counseled on the requirements for attaining the 8412 MOS while in the EAD Program. Secondly, ensure the Marine has signed a page 11 entry concerning the limitations of 16 years on the EAD Program.

(2) Ensure the applicant has received and passed a Systematic Recruiting Inspection (SRI) conducted by the District Contact Team.

(3) Ensure that the SNCOIC 1, 3, and 6 month evaluation/worksheets have been completed. SNCOIC certification starts the first day the Marine completes the District SNCOIC

ENCLOSURE (4)

Course and is assigned the billet.

(4) Provide an endorsement to the application as outlined in Appendix A of this enclosure that provides a recommendation and an evaluation of the applicant's leadership potential. Also provide the quantitative and qualitative statistics on the applicant. All statistics that do not meet established quality and quantity standards require amplifying comments as to the reason why the applicant is not at standard.

b. Marine Corps District Commanding Officer (MCD CO)

(1) Provide an endorsement assessing the results of the RSS evaluation and comment on the Marine's ability to lead and supervise Marines in a recruiting environment.

(2) Provide the RSS (SRI) checklist as an enclosure.

c. The region commanding general will provide a forwarding endorsement.

d. The CG MCRC will provide a forwarding endorsement.

e. DC M&RA (MMEA-85) retains final decision-making authority for the Marine's application on all applications that receive favorable endorsements from the chain of command. Applications can be disapproved by the MCD CO, region CG or CG MCRC. If the application is disapproved at the District or Region, the MCD, CO or Region CG, as appropriate, will return the application to the applicant with an endorsement stating the reason for disapproval. If the application is favorably endorsed by the chain of command and approved, DC M&RA (MMEA-85) will:

(1) Initially assign an IMOS 8412.

(2) Notify appropriate commands via Defense Message System (DMS) of pertinent facts concerning the approval of the application and delineate required follow-up actions on the part of subordinate commands.

f. If the application for assignment as a career recruiter is disapproved, DC M&RA (MMEA-85) will notify appropriate commands via DMS of pertinent facts concerning the disapproval of the application.

20 Jul 05

4. IMOS 8412

a. For applications that are approved, the IMOS 8412 will be assigned and remain for 6 months from the date assigned. Marines assigned an IMOS 8412 will retain the 8411 billet MOS and their PMOS will remain unchanged. During the period a Marine is assigned the IMOS 8412, EAD Marines will continue to compete for promotion within their PMOS in the reserve component. As the PMOS 8412 only exists in the Active Reserve Program, EAD recruiters are unable to compete for promotion within the PMOS 8412.

b. Marines assigned an IMOS 8412 will be ordered to the next Career Recruiter Course. Successful completion of this course is a prerequisite for assignment of PMOS 8412.

c. While assigned the IMOS 8412, the Marine will continue to serve as an RSS SNCOIC. This requirement is not waiverable.

d. Throughout the period the Marine is assigned the IMOS 8412, the RS CO may initiate a request to void the IMOS 8412 and request reassignment. If applicable, the RS CO may request termination of EAD status for reserve component Marines. Voidance may result from inability to perform the recruiting mission, malpractice, misconduct, medical reasons, personal circumstances, and/or family situation.

(1) The RS CO will draft correspondence recommending voidance of the IMOS outlining the reason(s) for voidance. The request will be forwarded to DC M&RA (MMEA-85) via the chain of command. The Marine will be afforded the opportunity to review and rebut the request.

(2) In cases when a Marine fails to demonstrate the ability to accomplish the recruiting mission, a request for voidance is the only action required. These cases do not constitute relief.

(3) In cases when a Marine is involved in a substantiated case of misconduct or malpractice, IMOS voidance and a relief for cause may be warranted.

e. The Marine may voluntarily void the IMOS 8412 at anytime prior to assignment of the PMOS 8412.

(1) Marines desiring to void the IMOS 8412 will forward

ENCLOSURE (4)



20 Jul 05

an AA Form, [NAVMC 10274](#), and requesting IMOS voidance to the DC M&RA (MMEA-85), via the chain of command. Voluntary voidance may result in termination of EAD status and return to their respective reserve unit.

(2) Transfer will be executed to limit, as much as possible, the personnel turbulence resulting from voluntary voidance. Therefore, transfer may not be immediate.

(3) In those cases where an EAD recruiter's IMOS 8412 is voided, voluntarily or involuntarily, and the Marine desires and is approved to remain on recruiting duty in an EAD status, the provisions of MCO P1100.72C and MCO P1326.6D. The Marine will sign another page 11 entry acknowledging the policy regarding the 16 year active duty limit for EAD Marines.

4. Assignment of 8412 MOS. The DC M&RA (MMEA) will effect the augmentation and assign the Marine the PMOS 8412 with an effective date coinciding with the 6-month anniversary of assignment of the IMOS 8412. The DC M&RA (MMEA) will also specify the grade and date of rank for augmentees MCO 1130.80A. Upon successful completion of the CRC and IMOS period, the Marine will be presented a Career Recruiter Certificate.

ENCLOSURE (4)

MCO 1100.76E

20 Jul 05

1221

Originator

Date

From: Applicant (Grade, Name, SSN, MOS/Component)  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, Recruiting Station\_\_\_\_\_  
(2) Commanding Officer, \_\_\_\_ Marine Corps District  
(3) Commanding General, \_\_\_\_\_ Recruiting Region  
(4) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Ref: (a) MCO 1100.76  
(b) MCO P1070.12

Encl: (1) [NAVMC 11280](#), Application for Assignment as a Career Recruiter (Primary MOS 8412)  
(2) [NAVMC 10274](#), Administrative Action Form requesting extension of recruiting tour (If required)  
(3) Photograph

1. I am requesting augmentation to the Regular Marine Component of the Marine Corps and applying for assignment as a Career Recruiter (PMOS 8412). Enclosure (1) is provided per reference (a). Enclosure (2) is submitted in support of my request. Enclosure (3) has been prepared in accordance with reference (b).

Signature

Appendix A to  
ENCLOSURE (4)

MCO 1100.76E

20 Jul 05

**APPLICATION FOR ASSIGNMENT AS A CAREER  
RECRUITER (PRIMARY MOS 8412)**  
NAVMC 11280 (7-96)  
SN: 0000-00-888-0310

**PRIVACY ACT STATEMENT**  
THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS  
FORM IS CONTAINED ON NAVMC 11000, PRIVACY ACT  
STATEMENT FOR MARINE CORPS PERSONNEL, AND PAY  
RECORDS

NAME (Last, First, MI)		GRADE (include component)	SSN	MOS (AMOS 8411 REQD)	
PRESENT LOCATION MCC		RUC	RS	MCD	OTHER
DCTB	SCHEDULED END OF TOUR		DATE OF RANK		AFADBD
DISTRICT REFERENCE		DATE GRADUATED DISTRICT NCOIC COURSE:			
1ST:	2ND:	3RD:	DATE GRADUATED RECRUITERS SCHOOL:		
RECRUITING AWARDS		RECRUITER BILLETS HELD		DATES HELD	
				TO	
				TO	
				TO	
				TO	
PRESENTLY IN RECEIPT OF PCSO? (Indicate one, if YES, Complete)		EDD:	FUTURE COMMAND:		MCC
<input type="checkbox"/> NO <input type="checkbox"/> YES					

1. I am eligible for and am applying for the Career Recruiter Program per MCO 1100.76. The enclosure (photograph) is submitted per MCO P1070.12. If approved, I agree to extend/reenlist to complete the minimum tour.

2. Select and initial applicable paragraph below:

a. I have not received/will not receive a selective reenlistment bonus (SRB) for my enlistment. I understand that upon reenlistment I may be eligible for a bonus in PMOS 8412. \_\_\_\_\_

b. I have received a selective reenlistment bonus (SRB) for my enlistment. I understand that if I am approved for the Career Recruiter Program (PMOS 8412), I could be required to repay the Government for any unearned portion of my SRB per MCO 7220.24. I further understand that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to, or higher, than the bonus multiple for which I reenlisted. (The approval date for PMOS 8412 is determined by the date-time group of the CMC message.) \_\_\_\_\_

3. If relieved of duties as a career recruiter and subsequently voided as an 8412, I understand that I could be assigned to one of my additional MOS's, trained in a new MOS or if the case merits, released from active duty. \_\_\_\_\_

SIGNATURE (I have initialed paragraph 2a OR 2b above)	DATE

Designed using FormFlow 2.15, HQMC/ARAE, Apr 98

Appendix A to  
ENCLOSURE (4)

4-A-2

**ADMINISTRATIVE ACTION (5216)**

**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO.	
3. DATE			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) CAREER RECRUITER APPLICANT (include component)		5. ORGANIZATION AND STATION (Complete address) RECRUITING STATION	
6. VIA (As required) (1) CO RS (2) CO MCD (3) CG MCRD			
7. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>TO:</b> Commanding General Marine Corps Recruiting Command AC/S G-1 3280 Russell Rd Quantico VA 22134</div>		8. NATURE OF ACTION/SUBJECT REQUEST FOR EXTENSION ON THE EXTENDED ACTIVE DUTY RECRUITER PROGRAM	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 1100.76		11. ENCLOSURES (if any)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)  
I am requesting an extension on the Extended Active Duty Recruiter Program to have sufficient time to meet the requirements as set forth in the reference to lateral move to PMOS 8412 Career Recruiter.

DCTB  
EAS  
ECC

Other information as may be applicable.

Signature

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Appendix A to  
ENCLOSURE (4)

LETTERHEAD

1221  
Originator  
Date

FIRST ENDORSEMENT on

From: Commanding Officer, Recruiting Station\_\_\_\_\_  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, \_\_\_\_ Marine Corps District  
(2) Commanding General, \_\_\_\_\_ Recruiting Region  
(3) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) MCRISS Recruiter History Report  
( ) MCRISS Production Report  
( ) I-I\_\_\_\_\_ltr\_\_\_\_\_dtd\_\_\_\_\_  
( ) SRB page 11; 16 yr EAD limitation

1. The information contained in the basic application has been verified and is correct. The applicant does/does not meet the basic requirements and is/is not fully qualified for the Career Recruiter Program (PMOS 8412) per the reference. I do/do not recommend this Marine for selection as a Career Recruiter. (If not qualified and recommended, explain in paragraph 5.) The enclosures are submitted per reference (a).

2. Performance as a recruiter/NCOIC (tour-to-date).

CANVASSING RECRUITER	NCOIC
RSS:	RSS:
Dates: From: To:	Dates: From: To:
Production Months:	#of Recruiters
Net Production Average:	RSS Monthly Net Productivity Average Per Recruiter:
% Pool Attrition:	% of FYTD Contract Mission Achieved:
% MCRD Attrition	% of FYTD Ship Mission Achieved:
% Detectability Code#1:	% Pool Attrition:
% I-IIIA/Tier I Contracted:	% MCRD Attrition:
% I-IIIA/Tier I Shipped:	% FYTD I-IIIA/Tier I Contracted:
# of Investigation/Inquiries:	% FYTD I-IIIA/Tier I Shipped:
	# of Investigation/Inquiries:
	# of Recruiters Relieved while NCOIC:
	RFC: GOS:

Appendix A to  
ENCLOSURE (4)

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

3. Select and initial the applicable paragraph below.

a. The applicant has not received a reenlistment bonus for his/her enlistment. \_\_\_\_\_

b. The applicant has received a reenlistment bonus for the current enlistment and has been counseled and understands that if approved for classification as a career recruiter, the unearned portion of the selective reenlistment bonus (SRB) may be recouped. The applicant further understands that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to or higher than the bonus multiple for which he/she reenlisted. \_\_\_\_\_

4. The applicant will be assigned to the following billet if selected as a career recruiter: \_\_\_\_\_

5. The applicant has been counseled and full understands the 16-year service limitation of the EAD program: \_\_\_\_\_

6. Remarks. These remarks will address the Marine's ability to lead, train and supervise Marines in a recruiting environment, including a brief explanation on any investigations/inquiries and/or recruiter reliefs. (Attach additional pages if necessary).

Signature

Appendix A to  
ENCLOSURE (4)

20 Jul 05

LETTERHEAD

1221  
Originator  
Date

SECOND ENDORSEMENT on

From: Commanding Officer, \_\_\_\_\_ Marine Corps District  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding General, \_\_\_\_\_ Recruiting Region  
(2) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) RSS Checklist  
( ) Data sheet

1. Forwarded, recommending approval.
2. Narrative summary that addresses the Marine's ability to lead and supervise Marines in a recruiting environment. Comments should also address significant issues which may have surfaced during the completion of the RSS Checklist.
3. Per the reference, enclosures ( ) and ( ) are provided.

Signature

20 Jul 05

LETTERHEAD

1221

Originator

Date

THIRD ENDORSEMENT on

From: Commanding General, \_\_\_\_\_ Recruiting Region

To: Commandant of the Marine Corps (MMEA)

Via: Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded, recommending approval.
2. Appropriate remarks as required.

Signature

Appendix A to  
ENCLOSURE (4)



MCO 1100.76E

20 Jul 05

LETTERHEAD

1221  
Originator  
Date

FOURTH ENDORSEMENT on

From: Commanding General, Marine Corps Recruiting Command  
To: Commandant of the Marine Corps (MMEA)

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded, recommending approval/disapproval with an IMOS effective date of \_\_\_\_\_.
2. Appropriate remarks as required.

Signature

Appendix A to  
ENCLOSURE (4)

LETTERHEAD

1130  
Originator  
Date

From: Applicant  
To: Commandant of the Marine Corps (MMEA-6)  
Via: (1) Commanding Officer, Recruiting Station  
(2) Commanding Officer, Marine Corps District  
(3) Commanding General, Recruiting Region  
(4) Commanding General, Marine Corps Recruiting Command  
  
Subj: REQUEST FOR AUGMENTATION INTO THE REGULAR MARINE CORPS

Ref: (a) MCO 1100.76

Encl: (1) Master Brief Sheet  
(2) Current Photograph  
(3) 8412I Approval Message  
(4) All DD 214s  
(4) Career Recruiter Course Certificate  
(5) Medical History and Exam (less than 90 days old)

1. I am requesting augmentation in the Regular Marine Corps to satisfy the requirements as set forth in the reference to lateral move to primary MOS (PMOS) 8412. If approved, I understand that my augmentation will not be effected until the six-month anniversary of assignment of the 8412 Intended MOS (IMOS). I understand that during the period while assigned the IMOS, the IMOS can be voluntarily or involuntarily voided, which further voids augmentation and assignment of the PMOS 8412. I also understand that during the period while assigned the IMOS 8412, I will continue to compete for promotion within my PMOS. I further understand that my grade and date of rank upon augmentation will be determined by the Headquarters Marine Corps, Manpower and Reserve Affairs (MM).

2. The enclosures and following information are provided:

- a. Rank name SSN/MOS DOR
- b. Age

Appendix B to  
ENCLOSURE (4)

20 Jul 05

- c. Date and score of current PFT: Height \_\_\_\_\_ Weight \_\_\_\_\_
- d. Total Active/Inactive service: XX yrs, XX mos, XX das /XX yrs, XX mos, XX das
- e. Date last released from active duty: 1 Jan 01
- f. Date assigned present AD/EAD.
- g. Education level:
- h. Grade/DOR at last discharge or release from AD:
- i. Present location of military records:
- j. My daytime phone number is (123) 555-1234, email:
3. Unit level point of contact is

Signature

RELIEFS FOR CAREER RECRUITERS

1. There will be occasion that career recruiters will need to be relieved. Though reliefs remain an option, they should be infrequently exercised.
2. Commanders will use relief for as a last resort. Commanders must weigh the seriousness of offenses and the effects of exercising the option before relieving a career recruiter.
3. As outlined in the Guidebook for Recruiting Station Operations, Volume III, there are two types of recruiter reliefs: Relief for Good of Service (GOS) and Relief for Cause (RFC). Career recruiters are not normally eligible for GOS relief. Relief for demonstrated hardship at a Marine's duty assignment can be accomplished with a humanitarian transfer. RFC packages should only be forwarded after all other corrective action measures have been exhausted.
4. The CG MCRC has the final authority to relieve career recruiters. Subordinate commands will forward RFC packages with appropriate recommendations to the CG MCRC via the chain of command. Commanders will use the format found in the Guidebook for Recruiting Station Operations. RFC packages will be accompanied by appropriate documentation or requests for legal action, administrative separation, or retirement.
5. Marines not capable of performing at their grade should be sent to a competency review board. Marines who violate the Uniformed Code of Military Justice will be appropriately adjudicated. Marines facing hardships should request humanitarian transfer.

ENCLOSURE (5)

TRAINING PROGRESSION AND PRIMARY MOS 8412 MANAGEMENT

1. All career recruiters will attend formal recruiting-related training. Training will be progressive in nature and will be focused toward developing Marines to perform the duties required of a career recruiter and/or a particular billet. The following information outlines the current training progression for career recruiters.

a. The Career Recruiter Course (CRC) provides training to Marines who have indicated their intention of becoming career recruiters and have been assigned an IMOS 8412. This course focuses on advanced RSS SNCOIC leadership and management, as well as requisite instructor and management skills associated with RS-level career recruiter billets. The CRC is a graded course, which must be successfully completed prior to a Marine being assigned the PMOS 8412.

b. The Recruiter Instructor Course (RIC) provides career recruiters with advanced level instructor and staff functioning skills. As the primary trainer in a recruiting station, the preponderance of this course is focused on leadership, analysis of systematic recruiting, training development, and team building.

c. There are other recruiting billet-specific courses that are not exclusively designed for career recruiters, yet provide valuable training and education for career progression. The Operations Course and MEPS Liaison Courses provide career recruiters with the knowledge and skills to effectively serve as a RS operations chief or MEPS liaison.

2. Marines who successfully complete CRC and RIC will be awarded completion certificates. Appropriate entries pertaining to course completion will be entered in the Marine's service record book per MCO P1080.40C.

3. The key element in maintaining the current Career Recruiter Program is prudent management of the career recruiter force. Management of MOS 8412 is the direct responsibility of the CG MCRC. MCRC will take a proactive approach toward career recruiter management that promotes mission accomplishment and career progression. Career recruiter management will incorporate lateral and upward mobility. Due to the potentially detrimental effect of retaining career recruiters in SNCOIC

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billets or staff billets too long, career recruiters must be provided the opportunity for lateral and upward mobility.

4. Career recruiters are a national asset available for service throughout the nation. Assignments will be made based primarily on the needs of the Command while taking into account the individual recruiter's experience and expertise. Factors taken into consideration when making assignments will include MOS experience, number of years as an 8412, time in service, seniority and pending retirements. Commanders are to ensure that career recruiters are assigned to billets commensurate to their grade and experience and will exercise adherence to structure as outlined in enclosure (7). The following information outlines responsibilities and duties associated with the management of the MOS 8412.

a. CG MCRC. Responsible for the management of MOS 8412. Specific responsibilities include:

(1) Review and process all correspondence pertaining to assignment of MOS 8412, PCS, and reliefs.

(2) Oversee career progression of career recruiters.

(3) Publish annual guidance on 8412 assignment and slating procedures.

(4) Review organizational career recruiter slates and decisions on 8412 moves.

(5) Coordinate with the DC (M&RA), on all matters pertaining to the MOS. This includes

(a) MOS 8412 structure

(b) MOS 8412 grade shape

(c) Assignment of MOS 8412

(d) Career recruiter promotions

(e) PCS other than intra-district PCS

(6) Serve as final approving authority on all reliefs of career recruiters.

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(7) Maintain a career recruiter billet within MCRC to serve as the 8412 MOS monitor/specialist. The primary responsibilities of this billet are to provide oversight of the MOS 8412 and to make recommendations to the CG MCRC and Sergeant Major on all matters pertaining to MOS 8412.

(8) Assign the MCRC Sergeant Major the responsibilities of the occupational field sponsor the 8412 MOS. The primary responsibility of the occupational field sponsor is to oversee the future assignments of the 8412s as well as the structure of the MOS.

b. CG Recruiting Region

(1) Forward to the CG MCRC recommendations on all correspondence related to assignment of the 8412 MOS, PCSO, and reliefs.

(2) Forward tentative region career recruiter slates for the next FY per guidance from the CG MCRC. Slates will identify billet vacancies that cannot be internally staffed.

(3) Maintain a career recruiter database for career recruiters assigned at the region headquarters. Updated databases will be forwarded via electronic mail to the CG MCRC quarterly.

>CH 1 Paragraph (4) deleted by Change 1.

c. CO MCD

(1) Forward to the CG MCRC (attn; 8412 Monitor), via the chain of command, all correspondence related to assignment of 8412 MOS.

(2) Provide recommendations and forward to CG MCRC (attn: 8412 Monitor) for approval, via the chain of command, all correspondence relating to PCS of Career Recruiters (except intra-district PCS).

(3) Submit requests for Intra-District PCSO to region commanding generals.

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(4) Forward district career recruiter slate for the next FY per the respective regional CG's guidance. These slates will identify billet vacancies that can't be internally staffed.

(5) Maintain district career recruiter database. Updated databases will be forwarded via electronic mail to the respective Region CG quarterly.

d. CO RS

(1) Forward to the DC M&RA (MMEA-85), via the chain of command, all correspondence related to assignment of MOS 8412.

(2) Forward to the respective MCD CO all requests for career recruiter PCA (includes all billet reassignments).

(3) Promote the Career Recruiter Program and encourage participation by Marines whose performance and leadership demonstrate potential for assignment of MOS 8412.

(4) Ensure all appropriate Individual Training Records are current and complete.

(5) Ensure all appropriate Service Record Book entries (particularly for EAD recruiters) are current and complete.

(6) Maintain a career recruiter database and forward to the district quarterly.



BILLET PROGRESSION (NOTIONAL)

<u>Years Rctg Experience</u>	<u>Avg Time in Service (TIS)</u>	<u>Billet</u>	<u>Grade</u>
0-2	8-10	Recruiter	Sgt-SSgt
2-6	10-14	Officer Selection Officer Asst RSS SNCOIC MEPS Liaison	SSgt Sgt-SSgt SSgt
6-8	14-16	RSS SNCOIC Asst Recruiter Instructor Region RLS Interviewer MEPS Liaison RS Operations Chief Course Head/Instructor, Rctrs Scol Curriculum Developer, Rctrs Scol Instructor, Rctrs Scol RS Operations Chief	GySgt GySgt GySgt GySgt GySgt GySgt GySgt GySgt GySgt
8-10	16-18	RSS SNCOIC Assistant Recruiter Instructor MCD QC Chief MCD Operations Chief MCD Assist Officer Proc Chief/ Trainer Region RLS Chief Region QC Chief Instructor, Rctrs Scol Course Head/Instructor, Rctrs Scol Operations Chief, Rctrs Scol	MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt
10-14	18-22	RSS SNCOIC MCD Contact Trainer/Analyst Region Assistant Operations Chief Nat Trng Tm Trainer Nat Trng Tm Trnr (Off) Nat Trng Tm Trnr/ Course Developer Nat Trng Tm Trnr/ Research Developer Recruiter Instructor OCS Liaison/Interviewer Region Officer Procurement Chief MCRC Asst Operations Chief/Waivers Chief MCRC Advertising Chief	MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt
14-22	22-30	Recruiter Instructor	MGySgt

ENCLOSURE (7)

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MCD Operations Chief	MGySgt
MCD Contact Team SNCOIC	MGySgt
Region Operations Chief	MGySgt
Chief Instructor, Rctrs Scol	MGySgt
Nat Trng TM, SNCOIC	MGySgt
Region Training Chief	MGySgt
MCRISS Operations Chief	MGySgt
MCRC Operations Chief	MGySgt
MCRC 8412 MOS Monitor	MGySgt
School of Infantry Liaison	MGySgt

Table depicts notional billet progression. Years of recruiting experience and TIS are approximated.

ENCLOSURE (7)

MISCELLANEOUS

1. Selective Reenlistment Bonus (SRB) Program

a. The 8412 MOS may be included in the list of MOS's eligible for the SRB Program.

b. Career recruiters should consult MCO 7220.24M regarding eligibility for SRB and the current Marine Corps bulletin in the 7220 series regarding the multiple for MOS 8412.

c. Career recruiters who reenlisted under the provisions of the SRB Program under an MOS other than 8412 may have the unearned portion of their SRB recouped. Recoupment is not required when the bonus multiple for MOS 8412 is equal to or higher than the bonus multiple for which the Marine reenlisted. Career recruiters who received an SRB for MOS 8412 may have the bonus recouped if their MOS is voluntarily voided (lateral move) or involuntarily voided.

2. Special Duty Assignment (SDA) Pay

a. The provisions set forth in Guidebook for Recruiting Station Operations, Volume III authorizes SDA pay for career recruiters while serving as a member of MCRC.

b. Career recruiters relieved for cause are not entitled to SDA pay. In those instances, commands will indicate action to terminate SDA pay.

3. Warrant Officer Program (Recruiting)

a. Career recruiters are eligible to compete for the Marine Corps Warrant Officer Program (Recruiting). Policies and regulations governing the Marine Corps Warrant Officer Program are outlined in SECNAVINST 1120.11. MCO 1040.42A outlines application procedures for the Warrant Officer Program. Marine Corps bulletins in the 1040 series will be published annually to specify additional eligibility criteria and solicit applications for the subject program.

b. Career recruiters selected for warrant officer will be appointed to either WO-1 or CWO-2 and will be assigned the MOS 9815, Recruiting Officer. The criteria for appointment to either WO-1 or CWO-2 are listed in SECNAVINST 1120.11.

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(1) Upon appointment, warrant officers will be ordered to The Basic School, Marine Corps Combat Development Center, Quantico, Virginia, to attend the Warrant Officer Basic Course (WOBC). WOBC is approximately 10 weeks in length and must be successfully completed to retain the warrant officer appointment.

c. MOS 9815 Recruiting Officer will be assigned to billets outlined in appendix A to enclosure (8). Consideration for assignment of warrant officers just completing the WOBC will be given to the districts from where those officers were previously assigned; however, the needs of the MCRC will take precedence in the assignment process. MOS 9815 Recruiting Warrant Officers will attend the next available Region Operations Course upon completion of WOBC.

d. Recruiting warrant officers do not receive SDA pay. As such, SDA pay will be discontinued for career recruiters who are selected and appointed as warrant officers.

**MOS 9815 WARRANT OFFICER BILLETS**

<b><u>Billet</u></b>	<b><u>Grade</u></b>	<b><u>#of Billets</u></b>
MCRC Operations Officer (MCRISS/OPS)	CW05	1
MCRC Training Officer (Recruiters School)	CW04	1
Region Trng/Future OPSO	CW04	2 (1 Per Region)
District Deputy, AER	CW03	6 (1 Per MCD)
RS OPSO	WO1/CW02	6
Total Billets		16

Appendix A to  
ENCLOSURE (8)